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PRESIDENT TO MEET GORBACHEV 2 DAYS IN FALL IN GENEVA

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WASHINGTON, July 2 — President Reagan and Mikhail S. Gorbachev, the Soviet leader, have agreed to hold a two-day meeting in Geneva in late November, Administration officials said today.

A senior Administration official said a formal announcement of the meeting, on Nov. 19 and 20, would be made Wednesday. Anatoly F. Dobrynin, the Soviet Ambassdor to the United States, conveyed Moscow's acceptance of the plans for the meeting during an unpublicized session with Secretary of State George P. Shultz early Monday afternoon, Administration officials said. Mr. Shultz will hold a news conference after the announcement Wednesday.

Given the relative brevity of the meeting, American officials said they did not think there would be time to negotiate any breakthroughs on outstanding issues. But they said the meeting could be used as an occasion to announce agreements already worked out in such areas as commerce, cultural and consular exchanges. They added that it might also give some stimulus to the deadlocked arms control talks and promote an easing of tensions on regional issues.

'Expectations Are Not Great'

"Our expectations are not great at all," a senior Administration official said of the meeting. "Its main purpose will be to engage the new Soviet leadership and for each side to have a better understanding of the other."

Officials said that no agenda had been set for the session, but that with nearly five months to go, Mr. Shultz was expected to begin laying the groundwork for the meeting with Eduard A. Shevardnadze, who replaced Andrei A. Gromyko as Soviet Foreign Minister today.

American officials said they expected Mr. Shultz and Mr. Shevardnadze to meet in Helsinki on July 31 and Aug. 1 while they are there for celebrations marking the 10th anniverary of the signing by 35 nations of the docu-

ment on cooperation and security in Europe.

They are also likely to meet at the opening of the United Nations General Assembly in New York in September.

This would be Mr. Reagan's first meeting with the top Soviet leader, and comes after months of discussions that began last March when Vice President Bush conveyed an invitation to Mr. Gorbachev to come to Washington later this year. Mr. Bush was in Moscow for the funeral of Konstantin U. Chernenko, Mr. Gorbachev's predecessor. Mr. Gorbachev promptly re-

sponded positively to the idea of a meeting, but indicated that he preferred to meet in Helsinki.

The United States proposed Geneva, a State Department official said, and this was accepted by Moscow.

At one point last spring, there was a belief fostered by Soviet sources that Mr. Gorbachev might come to New York for ceremonies marking the 40th anniversary of the United Nations and that the initial Reagan-Gorbachev meeting might be limited to a "get-together," as distinct from the kind of elaborate "summit meetings" held by Presidents Dwight D. Eisenhower and Richard M. Nixon with their Soviet counterparts.

But Mr. Shultz has been arguing that it made no sense just to have a session that produced no discernible results. He has said such a meeting should be well-prepared and hold open the possibility of concluding or announcing agreements.

Arms Negotiations in Geneva

By announcing a meeting nearly five months ahead of time, a senior State Department official said, the two sides in effect are providing incentives to their bureaucracies to make progress on the host of unresolved issues. The most important set of talks are going on in Geneva. They cover reductions in each side's strategic and medium-

range nuclear arms and efforts to prevent an arms race in space.

Both Mr. Gorbachev, in a speech last week, and the State Department have said that after two rounds of talks, no progress has been achieved in the Geneva talks. It is possible, one official said, that the imminence of a meeting between the two leaders might make both sides more flexible.

The disclosure of the plans for the meeting occurred at about the same time that Mr. Gorbachev surprised the American intelligence community by announcing in Moscow that Mr. Gromyko was stepping down as Foreign Minister after 28 years in the job and becoming the Soviet chief of state. Mr. Gorbachev's three predecessors, Mr. Chernenko, Yuri V. Andropov, and Leonid I. Brezhnev, had held both the top party and state jobs, although Mr.

Brezhnev did not become the head of state until he had been in power for 10 years.

One veteran Administration Kremlin-watcher said that there had been speculation soon after Mr. Gorbachev took over in March that he might name Mr. Gromyko to the state post, but that as Mr. Gorbachev began accumulating power, there was a "consensus" in the intelligence community that he would take it for himself.

The assumption here is that Mr. Gromyko, who remains a member of the ruling Politburo, will continue to play an important role as a policy maker in foreign affairs. He is the only member of the Politburo to have any significant experience with Western leaders and his life has been dedicated primarily to East-West relations.

Since his successor is a Communist Party official with no experience outside of the Soviet republic of Georgia, it is considered likely here that Mr. Gorbachev and other Politburo members will rely to some extent on Mr. Gromyko's advice.

Bernard Kalb, the State Department spokesman, said today that Mr. Reagan and Mr. Shultz were sending messages to Mr. Gromyko and Mr. Shevardnadze. He said the United States would pledge in the messages "our desire to work with the Soviet leadership to resolve outstanding issues between our two countries, even as we defend our interests wherever necessary."

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"We believe we can and should resolve outstanding problems in all areas of the agenda before us," he said. "The United States is always ready to make its contribution in this regard."